



DEPARTMENT OF INDUSTRIAL RELATIONS
EXAMINATION ANNOUNCEMENT FOR
ASSOCIATE SAFETY ENGINEER
IF60 3929 4IRSA
OPEN / STATEWIDE /NON-PROMOTIONAL



The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

WHO SHOULD APPLY	<p>Applicants who meet the minimum qualifications (entrance requirements) as stated below as of the cut-off date herein announced.</p> <p>Candidates who are currently on the eligible list and whose eligibility expires in three months or less may apply to re-establish their eligibility.</p>
CAREER CREDITS	<p>Career credits will be added to the final score of all competitors in this examination who qualify for the credits and successfully complete all part(s) of the examination. (See information regarding career credits at the last page of this bulletin.)</p>
CONTINUOUS FILING	<p>The Department of Industrial Relations will accept applications for this classification continuously. Cut-off dates will be set by the Department from time to time and at any time as needs warrant, and will be announced herein when set. Applications submitted on or prior to the announced cut-off date will be processed for an examination. Applications submitted after the announced cut-off date will be held pending the next announced cut-off date.</p>
CUT-OFF DATE	<p>December 19, 2014</p>
FILING INSTRUCTIONS	<p>Please complete a Standard State Application Form (STD. 678) and submit the application by mail or in person to the following address:</p> <p><u>By Mail:</u> Department of Industrial Relations P.O. Box 420603, San Francisco CA 94142 Attention: Examination Unit</p> <p><u>In Person:</u> Department of Industrial Relations 455 Golden Gate Avenue, 8th Floor San Francisco, CA 94102</p> <p>The form can be downloaded from: http://jobs.ca.gov/pdf/std678.pdf. Please write the exam code 4IRSA on your application.</p> <p>No applications via email, fax, inter-office or inter-agency mail will be accepted.</p> <p>Applications by mail must be POSTMARKED by the United States Postal Service no later than the announced cut-off date. Postmark by a leased meter is deemed received on the date stamped by the HR Office. Applications with a postmarked or received date after the announced cut-off date will be kept pending the next announced cut-off date.</p>

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FILING INSTRUCTIONS (Continued)	<p>In employment history of applications, applicants must provide details of duties, how performed, subject matters and counterparties where applicable, pay, start and end dates of positions, contacts, etc. among other information, to allow an objective evaluation by the Department.</p> <p>Applications must also have an original signature. Unsigned or incomplete applications will not be accepted for the examination.</p>
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
SALARY RANGE	\$6898-8629 per month
LOCATIONS OF POSITIONS	Positions are located statewide with the Department of Industrial Relations, Division of Occupational Safety and Health.
POSITION DESCRIPTION	<p>An Associate Safety Engineer, without detailed supervision or review, conducts the most difficult construction, electrical and industrial worker safety inspection, surveys, and accident investigations; consults with employers, workers, representatives of labor organizations, employees of other government agencies, and members of the general public regarding occupational safety and health problems; conducts training and responds to complaints regarding hazards to worker safety and health; applies the provisions of the State's safety orders, applicable laws, and appropriate Department policies and recommends penalties or citations, and if appropriate, legal prosecution; prepares reports and correspondence; analyzes existing and proposed State regulations and policies on occupational safety and health associated with construction, electrical and industrial disciplines; makes presentations at hearings of Occupational Safety and Health Standards and Appeals Boards; may act in a lead capacity and assists in training other staff; and may be assigned special projects related to occupational safety and health in the construction, electrical and industrial disciplines.</p>
SPECIAL PERSONAL CHARACTERISTICS	Willingness to undertake additional training as needs are identified; willingness to travel and work in an assigned area of the State; keenness of observation, tact, and maturity.
MINIMUM QUALIFICATIONS	<p style="text-align: center;">Either I</p> <p>Two years of experience in California state service performing the duties of an Assistant Safety Engineer.</p> <p style="text-align: center;">Or II</p> <p>Experience: The equivalent of either:</p> <ol style="list-style-type: none"> 1. Two years of experience as a safety engineer or safety consultant in the construction, electrical, or industrial disciplines, conducting safety inspections to identify hazards to worker safety and advise on their abatement in industrial or commercial establishments, government facilities, or construction sites. Or 2. Three years of professional construction, electrical, or industrial engineering experience. <p>And</p> <p>Education: Equivalent to graduation from college with specialization in engineering or in a field directly related to occupational safety and health. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p>

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REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the announced cut-off date.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I" or "II". For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement</p>
EXAMINATION INFORMATION TRAINING AND EXPERIENCE ASSESSMENT WEIGHTED –100%	<p>This examination will consist of a Training and Experience Assessment weighted 100%. To obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the Assessment.</p> <p>Applicants who meet the minimum qualifications will be provided via email/US Postal mail with a Training and Experience Assessment Questionnaire which is designed to identify a range of information regarding each candidate's knowledge, skills, abilities and experience to effectively perform the duties required in the classification.</p> <p>Candidates must complete and return the questionnaire to a designated email address by the date specified in the notice in order to be rated. Candidates failing to return the questionnaire by the specified date shall be eliminated from the rating process.</p> <p>Scope of the Training and Experience Assessment Questionnaire:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. Purpose and functions of the various components of the Cal/OSHA program; 2. Principles, practices, and methods of construction, electrical, and industrial engineering, including those specifically applicable to safety engineering; 3. Operations, methods, equipment, and safety devices used in the State's work places and occupational safety and health hazards associated with construction, electrical, and industrial disciplines; 4. The Associate Safety Engineer State's safety orders covering construction, electrical, and industrial safety; 5. Applicable provisions of the Labor Code; 6. Policies and procedures relating to the operations of the Cal/OSHA program; 7. Methods and techniques used in safety inspections, accident prevention, consultation, training, and technical report writing associated with the construction, electrical, and industrial disciplines; 8. Methods of developing and presenting evidence in administrative and formal legal hearings. <p>B. Ability to:</p> <ol style="list-style-type: none"> 1. Conduct safety inspections and accident investigations associated with the construction, electrical, and industrial

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EXAMINATION INFORMATION (Continued)	<ol style="list-style-type: none"> 2. disciplines, including the most difficult and complex, in work places throughout the State; 3. Gather and effectively analyze information; 4. Detect occupational safety and health hazards and unsafe working conditions and practices in the construction, electrical, and industrial disciplines; 5. Interpret and apply the State's safety orders, applicable provisions of the Labor Code, and the policies of the Cal/OSHA program associated with construction, electrical, and industrial disciplines; 6. Develop and maintain effective working relationships with employers, workers, labor organizations, the general public, and others encountered in the work; 7. Analyze situations accurately and take effective action; 8. Communicate effectively, both orally and in writing; 9. Address groups and conduct seminars and workshops on construction, electrical, and industrial worker safety; 10. Prepare technical reports and correspondence; 11. Act in a lead capacity and assist in training staff in occupational safety and health work in Cal/OSHA program functions and activities associated with the construction, electrical, and industrial disciplines; 12. Develop and present evidence, and represent the Division of Occupational Safety and Health or other components of the Cal/OSHA program in administrative and formal legal hearings related to the construction, electrical, and industrial disciplines
ELIGIBLE LIST INFORMATION	<p>A list of eligible candidates will be established for the Department of Industrial Relations. Names of successful candidates will be merged onto the list in the order of final scores regardless of dates. Eligibility expires 12 months after it is established. Candidates may submit application for retest 9 months after the last test date to reestablish eligibility. Applications from candidates who took the examination less than 6 months ago will be held over until the next announced cut-off date.</p>
VETERANS' PREFERENCE	<p>Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows:</p> <p>(1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. (2) An entrance examination is defined, under the law, as any open competitive examination. AND (3) Veterans' Preference is not granted once a person achieves permanent civil service status.</p> <p>Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at http://jobs.ca.gov/Job/VeteransInformation, and the Department of Veterans Affairs</p>

GENERAL INFORMATION

If a candidate's notice of QAP interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Application Forms are available at The California Department of Human Resources office, local offices of the Employment Development Department and the Department of Industrial Relations. It can also be downloaded from either the California Department of Human Resources website at www.calhr.ca.gov or the Department of Industrial Relations website at www.dir.ca.gov. A link to the website(s) for downloading the form is also provided in this bulletin viewed on the internet.

If you meet the requirements stated on the reverse, you may submit your application to take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated in this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows:

(1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. (2) An entrance examination is defined, under the law, as any open competitive examination. AND (3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs

Career Credits: In an open, non-promotional examination, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 18 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 678.

For Inquiries:

Call the Department of Industrial Relations at
1-800-564-0771,
1-800-735-2929 - California Relay System Telephone number for the deaf and
hearing impaired, or
Write to jobs@dir.ca.gov